

# State of Maine

## Community Development Block Grant Program

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# 2004 Community Planning Grant Program Application Package



Office of Community Development  
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59 State House Station  
Augusta, ME 04333-0059  
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# **Community Planning Grant**

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# Community Planning Grant

## Application Timetable & Requirements



The timeframe for the Application Process is as follows:

Applications Due – **NO LATER THAN 4:00 P.M.**

First Round: **FRIDAY, MARCH 5, 2004.**

Second Round: **FRIDAY, AUGUST 6, 2004**

**Late submissions will not be accepted and will be returned unopened  
FAXED COPIES WILL NOT BE ACCEPTED.**

Project Development Phase Invitations Announced –

First Round: **APRIL 2, 2004**

Second Round: **SEPTEMBER 3, 2004**

Applications must be received at the:

**OFFICE OF COMMUNITY DEVELOPMENT  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
59 STATE HOUSE STATION  
111 SEWALL STREET  
AUGUSTA, MAINE 04333-0059  
FOR FURTHER INFORMATION: (207) 624-7484 TTY: (207) 287-2656**

### **SUBMISSION REQUIREMENTS**

**ONE ORIGINAL** containing the Required Responses, Signed Cover Sheet with Certifications, Designation of Program and National Objective Sheet and Public Hearing Record.

**SIX COPIES** containing only the Required Responses and Public Hearing Record.

**MARGIN AND TYPE SIZE** for all Applications must contain margins consistent with those in this Application document and be typed using a minimum size 12 Arial font on 8 ½ x 11 inch paper.

#### **MAXIMUM LENGTH OF REQUIRED RESPONSE SECTION OF**

**APPLICATION** Applications are limited to **five pages** to provide the responses required in Section II (B-E), not counting required attachments.

**NON-CONFORMING APPLICATIONS WILL NOT BE SCORED**

This Application Package is available electronically at:  
**[www.meocd.org](http://www.meocd.org)**

# **Community Planning Grant Application Checklist**



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Use this to make sure your Application contains all required submissions!

A complete application consists of:

- ☐ a signed cover sheet,
- ☐ designation of program and national objective sheet,
- ☐ a public hearing record consisting of the published public hearing notice, attested hearing minutes and attendance list,
- ☐ responses to all sections of the Application.

**Incomplete packages will not be reviewed.**

## **SECTION I - COMMUNITY PLANNING GRANT APPLICATION OVERVIEW**

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### **A. Introduction**

The Community Planning Grant (CPG) program provides funding to communities or community partnerships that have clearly identified a local community or economic development problem and lack the resources to develop a strategy for solving that problem. CPG funds may be used for planning only activities that will include studies, analysis, data gathering, preparation of plans and maps, and identification of actions that will implement plans. Engineering, architectural, and design costs related to specific projects are not eligible. Eligible planning categories include but are not limited to: Public Facilities/Infrastructure, Housing, Economic Development, Downtown Revitalization, Historic Preservation and Tourism Opportunities.

### **B. Application Process**

The selection process for the CPG program consists of two phases - an application phase and a Project Development Phase. After scoring is completed, successful communities will be invited into the Project Development Phase.

**Maximum CPG Grant Amount:** \$10,000 or up to \$15,000 for Multi-Community Housing Assessment Plans.

#### **1. Competitive Application**

The application must provide a description of a community's problems to be addressed in the planning stages with Community Planning Grant Program funds, the development of strategies for solutions, resources committed to the project on the part of the community and/or other agencies, and citizen participation.

Reviewing and scoring of applications will begin following each application deadline. The two application deadlines are March 5, 2004 and August 6, 2004. Each application will be rated on its own merit and in relation to all other applications. Each application will be placed in rank order from highest to lowest according to the scores determined by the scoring team. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase.

#### **2. Project Development**

An invitation into Project Development Phase reserves funds for the project. Final funding is contingent upon the Office of Community Development's (OCD) receipt of funds from HUD and successful completion of Project Development Phase criteria. All aspects of the Project Development Phase must be completed prior to the execution of a contract with OCD and include:

- 1) project eligibility and verification of benefit;
- 2) management plan development; and
- 3) specific state and federal requirements.

The emphasis during the Project Development Phase is on finalizing the best planning process to meet the community's strategizing needs. A Development Program Manager will work with the community to clarify eligibility and provide assistance with

project cost determination, program budgets and schedules. **Applicants have six months to complete the project development phase process or notice of award may be rescinded.**

### **3. Project Implementation**

Following contract execution, the community will be awarded CPG funds and will begin the planning process. The Development Program Manager will remain involved with the community throughout the course of the project to provide technical assistance and to monitor for compliance with federal and state regulations.

## **C. Designation of Program and National Objective Sheet**

A Designation of Program and National Objective Sheet is included on Page 12 of the Application Package and must be fully completed as part of the application submission. Applicants must identify a category their proposed project relates to and declare if the application is multi-jurisdictional or not. In addition, applicants must verify that if the project assisted with CPG funds were **implemented**, it would meet the national objective of benefiting predominately Low and Moderate Income persons or eliminating slum or blighting conditions.

## **D. Applicant Prohibitions**

Units of general local government and unorganized territories may not benefit from or apply for more than one Community Planning Grant program per grant year. Units of general local government and unorganized territories that benefited from a 2003 Community Planning Grant award may not apply for a 2004 Community Planning Grant. An exception may be made for multi-jurisdictional programs. **Eligible units of general local government as defined above may apply for CDBG assistance on behalf of the five Maine Indian Tribes. Maine Indian Tribes are not themselves eligible applicants.**

## **E. Multi-Jurisdictional Applications**

A multi-jurisdictional application is one submitted from two or more communities joining together to create a single Community Planning Grant program to meet the planning needs of the communities.

Communities participating in multi-jurisdictional applications may submit their own CPG application as long as they demonstrate that there will not be a duplication of program activity/benefit.

## **F. Public Hearing Requirements**

Each applicant is required to hold a duly authorized public hearing during the Application process with a minimum of 10 days prior notice. The hearing must be advertised in local newspapers and posted according to local requirements. **Applicants must attach a copy of the published hearing notice, attested copy of the minutes and attendance list to the original and all six copies of the Application.**

## SECTION II - COMMUNITY PLANNING GRANT PROGRAM APPLICATION INSTRUCTIONS AND SCORING CRITERIA

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### Introduction

The application asks communities to provide a description of the problems for which CPG funds will help formulate a solution, how strategies will be developed to solve these problems, commitment of local and other resources to the project, and citizen participation. Scoring criteria for Description of Problem, Development of Strategy, Project Leverage and Citizen Participation are described below. The maximum length of the responses to these sections is **five pages**. **A minimum of 80 points** from the Description of Problem, Development of Strategy, Project Leverage and Citizen Participation sections will be required for an application to be considered for funding.

Eligible activities in the CPG program are planning only activities such as studies, analyses, data gathering, preparation of plans, and identification of actions to implement plans.

**If an application contains any ineligible planning activity, the entire application will be judged as not meeting project eligibility criteria and will be eliminated from consideration.**

### A. Cover Sheet

In Section III at the back of this application is the Community Planning Grant Program Cover Sheet. The cover sheet consists of three sections:

#### 1. Applicant Identification

Community's name, address, Chief Executive Officer (CEO), contact person, and phone numbers. The Cover Sheet must be completed, signed, and attached to the front of the application. The Chief Executive Officer of the applicant or the County Commissioner on behalf of unorganized territories must sign the Cover Sheet.

In multi-jurisdictional applications, one unit of local government must be identified as the lead applicant. Signature of the Chief Executive Officer of each other participating unit of general local government signifies approval for the lead applicant to apply on their behalf.

#### 2. State Certifications

List of State certifications applicants must agree to follow if they are awarded Community Planning Program funds.

#### 3. Federal Certifications

List of federal certifications communities must agree to follow if they are awarded Community Planning Program funds.

### B. Problem Statement (30 points):

Describe the problem the community wants to resolve, how they were identified, past efforts to solve the problem and the impact on the community and on LMI persons or slum/blighting conditions.

**C. Development of Strategy (30 points):**

Describe the tasks proposed to solve your community's problems, how local government, citizens, groups, agencies and local businesses will work together towards development of strategies for solving identified problems and how the project will address a CDBG national objective. Include a proposed budget and describe how funds will be used and why they are necessary for developing a solution.

**D. Project Leverage (20 points):**

Describe other resources (local, state, federal, private) that will be contributed to the project highlighting cash and non-cash contributions. Give the current status of each project commitment. In the case of non-cash commitments detail how a dollar value was established and how this commitment is directly related to the proposed planning effort. For past investment in the project, demonstrate how these efforts relate to current CPG activities.

**E. Citizen Participation (20 points):**

Describe how citizens, community groups, and project beneficiaries were involved in this application and how involvement will continue during the development of strategies. Detail any use of the media (radio, TV, newspapers, etc.) to publicize the process and increase public awareness. Indicate the number and dates of meetings held to discuss the problems and how citizen participation helped fashion the CPG application submission. **(Attach required Public Hearing documentation to the original and all six copies of the application.)**



## SECTION III - COMMUNITY PLANNING GRANT PROGRAM COVER SHEET

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### A. Applicant Identification

Applicant \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_  
Town/City \_\_\_\_\_  
Zip Code \_\_\_\_\_ Tel: \_\_\_\_\_ e-mail : \_\_\_\_\_

### B. The Applicant Certifies That:

#### 1. State Certifications

- a. To the best of my knowledge and belief, the information in this Application is true and correct;
- b. the governing body of the applicant has duly endorsed the document;
- c. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- d. it will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- e. it will comply with all applicable State laws and regulations.

#### 2. Federal Certifications

- a. it will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;
- b. it will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:
  - (i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or
  - (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.
- c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs,

including the needs of low and moderate income, and the activities to be undertaken to meet them;

d. it will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine Small Cities CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;

e. it will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;

f. it will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and

g. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.

**Signature of Single Applicant or Lead Applicant of a Multi-Jurisdictional Application**

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Signature and Title of Chief Executive Officer	Unit of General Local Government	Date
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**Signature of Each Participating Applicant in a Multi-Jurisdictional Application**

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Signature and Title of Chief Executive Officer	Unit of General Local Government	Date
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Signature and Title of Chief Executive Officer	Unit of General Local Government	Date
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Signature and Title of Chief Executive Officer	Unit of General Local Government	Date
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Signature and Title of Chief Executive Officer	Unit of General Local Government	Date
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## SECTION IV - DESIGNATION OF PROGRAM AND NATIONAL OBJECTIVE SHEET

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### **Program Designation**

1. Is this a multi-jurisdictional application?

\_\_\_ Yes \_\_\_ No

2. If yes, has one local government been designated as the lead applicant?

\_\_\_ Yes \_\_\_ No

3. If yes, have all participating or benefiting local governments signed the Cover Sheet/Certification Form?

\_\_\_ Yes \_\_\_ No

4. Specify which category your planning project relates to:

☐ Public Facilities/Public Infrastructure

☐ Economic Development

☐ Housing

☐ Tourism Opportunities

☐ Downtown Revitalization

☐ Historic Preservation

☐ Other (List) \_\_\_\_\_

### **Designation of National Objective**

If the project that was assisted with CPG funds were implemented, it would meet one of the following National Objectives of the CDBG Program (**Check the appropriate National Objective**):

☐

Benefit to Low and Moderate Income Persons

☐

Eliminate Slum/Blight Conditions

**Explain how the above objective will be met:**

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**THIS MATERIAL IS AVAILABLE IN ALTERNATIVE FORMAT  
UPON REQUEST**

**CONTACT**

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